

MINUTES OF THE PLANNING COMMISSION MEETING HELD APRIL 20, 2005, AT 6:00 P.M., IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBER

PRESENT: Jim Keane, Geoff Armstrong, Sue Ryser, Gordon Nicholl, Doug Haymore, JoAnn Frost, Blaine Davis, Jerri Hartwell

EXCUSED: Tom Bowen

STAFF: Liane Stillman, Kevin Smith, Michael Black, Brad Gilson, Shane Topham, Linda Dunlavy

OTHERS: Jay Chamberlain, Kevin Bowers

1.0 Approval of Agenda

1.1 Doug Haymore moved to approve the Agenda. The motion was seconded by Geoff Armstrong and passed unanimously.

2.0 Public Comment

2.1 No public comment was received

3.0 Consideration of a Conditional Use Permit for Castlewood Office Building located at 6736 South 1300 East

3.1 Jay Chamberlain, Castlewood Development, 6925 Union Park Center, stated he would answer questions regarding the application.

3.2 City Planner Michael Black reviewed the subject property. Staff determined the requirement for parking was excessive and recommended the code be changed to reflect 3.25 parking spaces per 1000 square feet.

Mr. Black explained that the code states that every property shall only be allowed one monument sign and recommended that one of the monument signs be removed. He also recommended that directional signs be installed on 6720 South to replace the monument sign. He noted that the material on the monument sign should match the building. The applicant will need to submit a photometric lighting plan and elevations of the trash enclosure.

3.3 Several concerns were raised and addressed regarding the parking requirements. Mr. Black noted that the recommendation from the Planning Commission will go before the Council next week and they will have input on the parking standards. Mr. Black told the Planning Commission that they can recommend approval of this project subject to the approval of the parking standards by the legislative body.

- 3.4 Mr. Black stated that Staff is recommending approval of this project subject to the conditions of parking, signage, sidewalks, bicycle parking, lighting, and trash enclosures being addressed.

- 3.5 JoAnn Frost expressed concern about the trash enclosures. She recommended that the enclosure be treated similar to roofline utilities. That the trash areas are concealed and are done as well as the building itself so that it reflects the use of the building.

Mr. Black said that the applicant is proposing to use vinyl to match the fence around the building, but does not believe the vinyl material will hold up. He believes steel fencing would be a better use for this project.

- 3.6 **MOTION:** Blaine Davis moved that the Castlewood Office Building Conditional Use Permit be approved subject to the conditions of the Staff Report; subject to having steel doors on the trash enclosure, and subject to the parking quota complying with the standards that are approved by the City Council.

The motion was seconded by Doug Haymore.

Mr. Haymore asked that the motion include an amendment that the term “steel” be defined to mean any type of metal that would be appropriate, not the actual metallurgic compound, and that the steel be visually obscuring. Mr. Davis agreed to add the amendment.

The motion passed unanimously on a voice vote.

4.0 **Retail Stores Architectural Review located at 2242 East Fort Union**

- 4.1 Mr. Black explained that the Planning Commission requested that the architectural facade for the Retail Stores being developed by Kevin Bowers be presented. The final approval for this development was given by Salt Lake County and Mr. Bowers agreed to come in and show the Commission the elevations of the buildings.

- 4.2 Mr. Bowers reviewed the materials being used which are brick and block with stucco fascias.

JoAnn Frost recommended that the roofline be screened.

- 4.3 Gordon Nicholls stated that he did not want to see any signage off of Building A and B facing Fort Union Blvd and recommended the signage approval be very specific. He also stated that he does not want to see temporary signs such as banners hanging on the outside of the building on the Fort Union Blvd. side.

Mr. Bowers stated that those issues will be addressed by the lease, the Planning Commission, the permit process and the business license process.

- 4.4 **MOTION:** Doug Hayward moved to recommend approval of the architectural facade. The motion was seconded by Jim Keane and passed unanimously on a voice vote.

5.0 **Review and Adoption of Planning Commission Policies and Procedures**

- 5.1 The following issues regarding the Planning Commission policies and procedures were discussed and will be reviewed next week:

- The Planning Commission will review the language to be used at the beginning of each meeting outlining the format of each meeting. Include a statement that the Planning Commission will give both sides of the issue equal opportunity to make their presentation.
- Review Page 5 Line 34 and give responses in writing to Kevin Smith.
- Kevin will talk to the City Attorney regarding Roberts Rules of Order
- The length of the meeting will be changed from midnight to 9:00 p.m. with the option to continue with $\frac{2}{3}$ consensus of the Planning Commission
- Consider the issue of field trips to items being heard on the agenda.
- Consider electronic meetings and give opinions to Kevin Smith

6.0 **Review of Cottonwood Heights General Plan**

- 6.1 Community Development Director Kevin Smith updated the Planning Commission on the General Plan open house which will be held in the City Council Chamber on April 28th from 3:00 p.m. – 7:00 p.m.

7.0 **Other Business**

- 7.1 Geoff Armstrong stated that he would like to see a policy put in place regarding sidewalks. He suggested that when new construction took place and sidewalks were not installed that the money be put in a general sidewalk fund.

Michael Black explained that the City is currently working on the sidewalk policy and agreed that any money should be put in a general fund. This policy will be addressed as the ordinances are drafted.

Further discussion was held on this issue.

8.0 Community Development Directors Report

a. Update on City Council Action

Michael Black reported that the Alan Prince Subdivision was approved at the last Council meeting.

b. Work Program for Ordinance

Michael Black stated that he was working on the Sign Ordinance which he will bring to the Planning Commission for discussion purposes on May 4th. A public hearing will then be held with the Planning Commission and the City Council. He will provide a copy of the ordinances that are currently being developed and ask the Planning Commission which ordinances should be a priority.

c. APA Membership Applications

Kevin Smith will submit applications for APA membership for each Planning Commission member

9.0 Approval of Minutes

9.1 The minutes of April 6, 2005 were approved as written.

10.0 Adjournment

10.1 Blaine Davis moved to adjourn. The motion was seconded by Geoff Armstrong and passed unanimously on a voice vote. The meeting adjourned at 8:20 p.m.